

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Human Resources**

AGENDA DATE: **04/12/05**

CONTACT PERSON/PHONE: **Human Resources, Terry Bond, (915) 541-4509**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Resolution for Assistant Director of Parks & Recreation

BACKGROUND / DISCUSSION:

The creation of this classified position will assist the Parks & Recreation Director with the administration operational functions and programs.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05:
Fund Source: 51010214-01101-51000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

Subject to the concurrence of the Civil Service Commission on 04/14/05.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) LM

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Assistant Director of Parks and Recreation** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **5158**. The Grade is **EX E**. Amendment is subject to the concurrence of the Civil Service Commission.

PASSED AND APPROVED this 12th day of April, 2005.

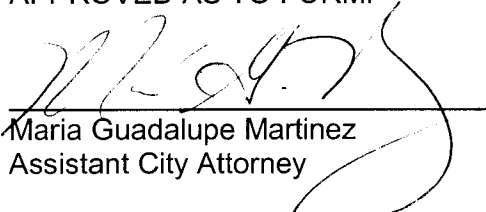
THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: April 14, 2005

By: _____
Secretary



Human Resources Department

MEMORANDUM

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director
From: Ana I. Sanchez, Personnel Analyst II *AS*
Date: April 1, 2005
Subject: New Job Class

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Assistant Director of Parks and Recreation	5158	EX E

The creation of the proposed subject job class was requested by the Director of Parks and Recreation to assist with the administration of operational functions and programs. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position that meets the needs of the department.

The proposed job specification was written in the standard style and format, and was reviewed by the Director of Parks and Recreation, Deputy City Manager, Quality of Life and the Human Resources Director. The City's current methodology for valuing jobs was then applied.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 3 b. Classification of New Positions:

"Whenever a new position is proposed, the department head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the required duties, responsibilities and qualifications of the position, recommend the appropriate class and grade in the classification plan to which the position should be allocated

If no appropriate class exists, a new class shall be developed by the Human Resources Director, which shall be submitted to the Civil Service Commission for approval and to the City Council for adoption."

Approval of this proposed new job class will allow Human Resources to proceed to fill this position through competitive recruitment and examination.

Attachment

Professional and Managerial Branch
Cultural Group
Parks Management Group

ASSISTANT DIRECTOR OF PARKS AND RECREATION

04/05 (AIS)

General Purpose

Under general direction, administer and direct specialized operational functions and programs for a multi-disciplinary municipal parks and recreation system and provide executive level assistance in department policy, procedures and quality control. Act as the principle executive in charge when the Director is unavailable.

Typical Duties

Oversee assigned department services and activities including land management and park operations division and program. Involves: Direct and establish programs and procedures to improve and monitor effectiveness and cost efficiency of park maintenance and turf and land management operations. Manage and monitor the public recreation and community sports program. Assist with the recreation and leisure services operation, citywide athletics, special programs and events. Direct research and park studies related to internal management or operational objectives. Analyze organization and community needs, evaluate trends, review statistics and opportunities and make recommendations. Review and evaluate detailed blue prints for a broad range of park projects. Lead various interdepartmental project groups, special projects, and task forces. Represent the department at public meetings and staff conferences. Manage and monitor a variety of operations to ensure success and implementation of City and department objectives. Coordinate department activities with other departments, agencies and organizations. Resolve complaints.

Assist in the planning, developing and monitoring of management controls for administration and fiscal processes. Involves: Establish procedures for performance of administrative functions and budget administration. Review diverse divisional programs to set and adjust priorities and policies. Participate in the department's long-range planning and capital improvements plan. Monitor and apply fiscal controls to receipt and expenditure of funds and estimate funds needed for use of personnel, facilities, equipment, materials and supplies.

Supervise assigned supervisory and non-supervisory executive, professional, managerial, and general services personnel. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads of divisions, make or approve project assignments, issue written and oral instructions, arrange for or conduct division level orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform related professional, managerial and incidental duties as required. Involves: Substitute for subordinates, as qualified, to sustain continuity of normal operations. Provide technical support to other personnel and City departments. Attend City Council meetings as required. Prepare and make presentations. Stay abreast of new trends and innovations. Attend city council meetings.

Other Job Characteristics

- Occasional driving through City Traffic.
- Occasional moving over uneven terrain and exposure to adverse weather.

Knowledge, Abilities and Skills

- Comprehensive knowledge of the principles and practices of municipal recreation and parks administration.
- Comprehensive knowledge of municipal park operations and land management in arid desert environment.
- Considerable knowledge of complex soils and advanced irrigation systems.
- Considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Considerable knowledge of management and supervisory principles and techniques and applicable federal, state and local labor and safety rules and regulations.
- Ability to communicate clearly and concisely, orally and in writing to prepare and present reports.

- Ability to establish and maintain a harmonious and effective working relationships with other staff members, City officials and department personnel, agency representatives and the public.
- Skill in the safe operation and care of a motor vehicle, personal computer, office equipment, and generic business productivity and specialized industry software.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Recreation and Park Management Administration, Landscape Architecture, Agronomy, or related field, preferably supplemented by a Master's degree in a related area; plus eight (8) years of progressively responsible professional experience in the direction or management of municipal parks and facility management, horticulture agronomy or athletic field management; including three (3) years of experience in building construction, irrigation systems, or playground design and safety.

Licenses and Certifications: Valid Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Be available to work other than standard work day or work week.

Human Resources Director



Department Head

OFFICIAL